

U.S. EMBASSY KUWAIT

VACANCY ANNOUNCEMENT NO. 022-11

OPEN TO: ALL INTERESTED CANDIDATES

POSITION: ISU ADMIN. SUPPORT ASSISTANT (VIP VISITS & AIRCRAFT SUPPORT)
FSN-105-8*; FP-06**

OPENING DATE: June 5, 2011

CLOSING DATE: June 16, 2011

WORKING HOURS: FULL TIME: 40 hours per week

SALARY: FSN-8 ; FP-06 level:

Not-Ordinarily Resident (NOR):
US\$ 38,394 p.a. (Starting Salary) ; Position Grade: FP-06
(** Final grade/salary to be determined by HR/OE – NEA/EX/HRD)

Ordinarily Resident (OR):
KD9,556 per annum (Starting Salary) ; Position Grade: FSN-8
* Actual grade and salary will be based on the qualifications of the applicant.

The U.S. Embassy in Kuwait is seeking an individual for the position of ISU Administrative Support Assistant (VIP Visits and Aircraft Support) to work in the Iraq Support Unit (ISU).

Important note:

Ordinarily Resident (OR) applicants must have the required work and/or residence permit to be eligible for consideration. (This applies to all foreign nationals (US and non-US citizens) residing in Kuwait).

All applicants (US citizen and non-US citizens) who are family members of USG employees officially assigned to post and NOT under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration.

All US Citizens (USEFMs, EFMs, or MOHs as defined below) of US Government Employees assigned to the Mission and under Chief of Mission authority are eligible for consideration. A US Citizen EFM does not have to be residing in country to be considered but the sponsoring officer under COM authority does have to be officially assigned to post.

TO APPLY

Interested applicants for this position **must** submit the following **or the application will not be considered.**

1. Application for US Federal Employment (DS-174) which is available on the Embassy's site: <http://kuwait.usembassy.gov> and/or
2. A current résumé or curriculum vitae that provides the **same information** as the DS-174 (specifically section 1-24 of the DS-174)
3. Copy of the high school certificate/university degree (per the requirement of the position).
4. Copy of the Civil ID or passport copy including the residence permit page.
5. Candidates who claim US Veterans preference **must** provide a copy of the form DD-214.

SUBMIT APPLICATION **BEFORE THE CLOSING DATE** TO:

Human Resources Office
American Embassy Kuwait
Bayan, Block 13, Al-Aqsa Mosque Street

OR Email the application to: HROKuwait@state.gov

Please note that incomplete applications will not be accepted.

BASIC FUNCTION OF THE POSITION

The position provides aviation support for the Embassy Air Iraq that will be transporting employees that are under Embassy Iraq's Chief of Mission to and from Iraq. This position provides logistical and administrative support for CODELs and other high-level visitors transiting to and from Iraq, Afghanistan and Pakistan.

Duties include:

- Meets and greets plane(s) upon arrival. This includes meeting civilian airliners that will have DOS passengers who will need to make the DOS connecting flight.
- Meets and greets DOS aircraft and works with Aircrew and contractors to make sure aircraft is supported as needed (Fuel, water, buses etc.) in preparation for receiving passengers.
- Helps facilitate and expedite passenger visa requests (Done at terminal).
- Coordinates any passenger movement with help of contractor to local hotel if passenger is not flying during this period.
- Coordinates all delays outside of normal operations arrivals and departures with contractors, US Embassy, Baghdad and Iraq Support Unit, Kuwait.
- Coordinates VIP lists, handles logistics/travel, airport pick-ups, and tracking excel spreadsheet.
- Management support work including: Types memos and prepares correspondences, maintains calendars and appointments.

QUALIFICATIONS REQUIRED

1. Candidate must be a U.S. Citizen and able to obtain secret clearance.
2. Completion of high school education.
3. Three years of progressively responsible secretarial and clerical experience. Two years should have been with U.S. Government Agency or U.S. Company.
4. Fluent English (IV) is required.
5. Knowledge of clerical duties, following US Government policies and procedures.
6. Level II typing ability (40 wpm), proficiency using Microsoft Office products. The incumbent must be able to work full-time as needed; and to work outside at the normal work hours; including early morning, late evenings and weekends. Must be able to lift 50 lbs occasionally when helping with luggage and body armor. Must be able to solve problems.
6. Possession of a valid Kuwaiti driver's license.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

Only those short listed applicants will be called for a test/interview.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

DEFINITIONS

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - US Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
2. EFM: An individual related to a US Government employee in one of the following ways:
 - Spouse;
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
 - Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:
- Is not a citizen of the host country; and,
 - Does not ordinarily reside (*OR*, see below) in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:
- Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

CLOSING DATE FOR THIS POSITION: June 16, 2011

An equal opportunity Employer

The US Mission in Kuwait provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.